

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA
210 FRANKLIN ROAD SW
ROANOKE, VIRGINIA 24011
(540) 857-5100

JULIE DUDLEY
CLERK

FRANCES MCNULTY
CHIEF DEPUTY

**NOTICE TO CJA COUNSEL
REGARDING SUBMISSION OF CJA VOUCHERS FOR PAYMENT**

If you are appointed as CJA counsel in any case or in any which is still pending or has recently ended, the following information is important for you to note in submitting your CJA vouchers for payment.

(1) You are required to submit your claim ***within 45 days*** of ending your representation. If you do not meet this deadline, you must submit an affidavit with your claim indicating why there is a delay. Failure to do so will result in your voucher being returned to you unprocessed.

(2) We cannot take any claims which have time noted in hundredths of hours (e.g., 2.25, 3.45 etc.) All claims for compensation must be calculated in tenths of hours on both your voucher and your worksheets. Claims that do not conform to this method of calculation may result in modifications to your claim or your voucher being returned to you unprocessed. If you need additional information, please consult the instructions which can be found on our website.

(3) Effective May 1, 2012, all worksheets submitted for processing to the District Court must be typewritten on the official fillable worksheet forms provided for that purpose by the Courts on our website. No other form will be accepted.

(4) The maximum compensation - **If your compensation exceeds the maximum compensation amounts, you are required to submit a CJA 26 Supplemental Information Statement. This form along with Guidance to Attorneys in Drafting the Memorandum Required (CJA 26A) are available on our website. Failure to submit this with your voucher will result in your claim being returned to you, unprocessed. (Excess Compensation Memorandum forms previously submitted are no longer be accepted.)**

(5) ***Effective May 1, 2012*** this office stopped accepting any CJA voucher for payment which contains white-out or other correction fluid entries. Our office is regularly audited to assure that we are complying with national internal controls procedures. The use of white-out on any financial document is suspect and not permitted. This prohibition includes the use of white-out on your worksheets.

(6) ***Please check the district's most current information on compensation rates and allowable mileage before submitting your claim.***

(7) The original CJA voucher must be returned with the worksheets for processing. We will return the vouchers to you if we cannot determine if the voucher is the original.

Our mission is to audit your vouchers, get them approved and entered for payment in the shortest possible time. Your assistance in complying with these requests will expedite the processing of your claims. If you have any questions, please contact:

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Julie Dudley, Clerk

Notice to CJA Counsel 4/1/2012